



**NJ DEPARTMENT OF STATE
OFFICE OF FAITH-BASED INITIATIVES GRANT PROGRAM**

POST TANF SANCTIONS OUTREACH PROGRAM

The mission of the Office of Faith-based Initiatives is to eliminate all barriers to funding and other resource opportunities, create greater access for partnership and enhance the capacity of faith and community-based organizations to effectively design and implement socially innovative programs designed to impact community and economic development.

The **POST TANF Sanctions Outreach Programs Request for Proposal (RFP)** seeks to support the ability of faith and community based organizations to implement an effective community street outreach and referral program targeting Post TANF recipients that are in danger of losing services, delay services, or become terminated from receiving service due to non-compliance with program requirements.

If the Post TANF recipients fail to participate in a work activity without documented good cause or an identified barrier that prevents participation, the Post TANF recipient will be placed in Sanctions and the following will occur:

Month 1- the assistance unit's cash assistance will be reduced by the pro rata (amount of grant divided by # of people on grant) share of the noncompliant adult for one month;

Month 2- the assistance unit's cash assistance case will be ended for one month (no cash for the family);

Month 3- the assistance unit's cash assistance case will be closed for a minimum one-month period and the assistance unit must reapply in order to receive further cash assistance benefits.

Intent to comply:

Any time prior to the end of the three month sanction period, the individual(s) may notify the County Board of Social Services (CBSS) and fulfill his or her intent to comply. However, during the third month of sanction, when the case is closed, the individual must reapply for WFNJ prior to demonstrating intent to comply. During the suspension months, the individual must fulfill an intent to comply prior to the end of the current sanction month to avoid sanction progression and/or to reinstate cash assistance benefits. Although a sanctioned individual is required to demonstrate intent to comply for up to 10 days to reinstate cash assistance benefits and/or stop the progression of the sanction penalty, any recurrence of non-compliance during the three month sanction period shall result in the sanction proceeding as scheduled and/or the loss of cash assistance benefits. The three month sanction period is defined as the timeframe that begins the first day of the month the sanction is scheduled to be implemented, and ends the last day of the scheduled closure month.

The Post TANF recipient in noncompliance must demonstrate willingness to cooperate with and/or participate in the WFNJ work requirement as follows:

- **The individual must agree to comply with either the activity in which he or she was previously engaged or another activity which is determined appropriate for the individual. In order to fulfill intent to comply, the individual must participate for a period of up to 10 days as determined by the CBSS worker, as appropriate, based on the particular requirement to be satisfied and individual case circumstances.**
- **If the Sanctions Outreach Program activity can be completed in less time than the 10-day intent to comply period, such as the completion of an assessment, then the period may be no longer than required to complete the activity.**
- **An intent to comply period of up to 10 days is not required of a sanctioned individual who is employed for a minimum of 25 hours per week. However, that individual must be required to secure increased hours of work or attend an additional activity if necessary to meet WFNJ participation requirements or the sanction will proceed as scheduled.**
- **During the intent to comply period, the individual is eligible for supportive services, such as transportation and child care, when necessary for participation. They may also be eligible for Food Stamps and Medicaid.**

POST TANF Sanctions Outreach Program Overview:

The POST TANF Sanctions Outreach Program is a community street outreach initiative that is designed to refer TANF recipients who are in danger of losing services to their CBSS to assure that services are not terminated or delayed. Sanctions Outreach Program grantees should have established relationships with their local county board of social services, the local police department(s), and the local workforce investment board.

The relationship with the CBSS is to identify a contact person in that organization to assure that services are not terminated or delayed and to develop a plan of action outlining what the Post TANF recipient must do to stay in compliance of program requirements. The relationship with the local police department is to alert them of the community street outreach that is being conducted. It's a strategy designed to provide safety and security for the outreach workers. The relationship with the local One Stop Career Center(s) is to help the organization identify services that may be able to assist in helping to find employment and/or training for the Post TANF recipient in danger of losing their services through their local CBSS.

Each month the POST TANF Sanctions Outreach Program grantees will receive a sanctions outreach list via email with the names, addresses and phone number of Post TANF recipients that are in danger of losing services through the CBSS. This list must remain confidential and must not be shared. The following actions must be conducted by Sanctions Outreach Program grantees with every monthly list:

1. Conduct mailers to persons that the organization was unable to reach via the telephone phase of the outreach. The mailer is a letter introducing the organization and informing the Post TANF recipient that he/she is in danger of losing their benefits from the CBSS and of they would like to continue to receive services they should call the organization and make an

appointment to meet with the Sanctions worker in an effort to reinstate services or comply with requirements that would keep them from losing services;

2. Conduct 100% telephone calls and follow up calls to all the persons on the list with phone numbers that did not respond to the to the mailer;
3. Conduct community street outreach to 100% of the persons that did not respond to the phone calls or the mailer phase of the outreach.

Sanctions Outreach Program grantees will develop enhanced outreach strategies that will allow TANF recipients to access sanction information and support services:

- a. Determine if recipients have contacted their TANF caseworker;
 - b. Determine if recipients have barriers for not complying with work activities.
4. Program Activities:
- a. Outreach Coordinator will develop a method for documenting the following types of outreach:
 - i. Mail;
 - ii. Initial telephone and follow up telephone person-to-person contacts;
 - iii. Home visits if clients do not respond to person-to-person telephone contacts;
 - iv. Referral to CBSS caseworker and other services for recipients.

Necessary Resources for Outreach workers to provide services:

- Valid NJ driver's license;
- Access to internet; work station for inputting of data;
- Name badges;
- GPS;

Eligibility Criteria:

Applicant must:

- Be a faith-based non-profit and/or community-based organization;
- Be incorporated in the State of New Jersey as a non-profit corporation;
- Be tax-exempt by determination of the Internal Revenue Service in accordance with Section 501(c)3;
- Be in good standing with the Department of Treasury, Business Service Center;
- Be registered with the New Jersey Division of Consumer Affairs, Charitable Registration and Investigation Section.

Ineligible Applicants:

- Colleges/Universities;
- Public/Private grammar, middle or high schools;
- County and municipal governments.

Collaborating Partners:

- County Board of Social Services(s);
- Local Police Department(s);
- Local Workforce Investment Boards.

Application Due Date: 4:59PM Thursday, September 15th

Category Descriptions:

Applicants will apply and compete within the funding categories listed below. An applicant can only apply for one region and must be headquartered in the identified region.

Grant Awards are Subject to the Availability of Funding

Service Category	Maximum Request
Region I – Bergen/Passaic County	\$97,000
Region II – Hudson County	\$107,000
Region III – Essex County	\$127,000
Region IV – Union County	\$97,000
Region V – Middlesex/Somerset County	\$87,000
Region VI – Monmouth/Ocean County	\$66,500
Region VII – Mercer County	\$92,000
Region VIII – Burlington/Gloucester County	\$87,000
Region IX – Atlantic/Cape May County	\$77,000

Program Funding Provisions:

All grant recipients will be required to comply with items listed below.

- **Nondiscrimination by Religious Organizations and Entities**

Applicants agree that if provided funds for the expansion or development of a Sanctions Outreach Program from the New Jersey Department of State Office of Faith-based Initiatives, they will not discriminate against any employee or applicant for services or participation in the proposed program on the basis of religion, race, gender and/or physical disabilities.

- **Recognition of Cultural Sensitivity**

Applicants must assure programs are linguistically appropriate and culturally relevant to groups within the community. Appropriate accommodations for services will be developed and maintained for those individuals who are deprived of reasonable access to those services due to language barriers or ethnic and cultural differences. All programs and services *must* be reflective of the demographic needs of the community, while providing all people the opportunity to experience any and all available services

regardless of their ethnic or cultural heritage.

Program Procedures:

Applications are submitted to the OFBI on the System for Administering Grants Electronically (SAGE) and reviewed by an outside independent panel. Recommendation for funding is based solely on the merit of the application. **Applications that are rated 69 percent or lower will not be recommended for funding.** Award and denial letters are e-mailed to the appropriate organizations via the SAGE system. **OFBI funding period is from October 1, 2016 to September 30, 2017.**

APPLICATION REQUIREMENTS

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The proposal is to be submitted via the Department of State - System for Filing Grants Electronically (SAGE) no later than **4:59 PM, Thursday, September 15, 2016.** Applicants will be notified of the results by December 2016.

All applications **must** consist of and include the following items in order to be considered complete:

APPLICATION FORMAT & SCORING

Executive Summary (Not to exceed 5000 characters) 10 points

- Provide an overall summary of the project of the intended outreach program;
- Indicate the organizations mission and explain how its mission aligns with the POST TANF SANCTIONS OUTREACH PROGRAM;
- Indicate a brief history and governing structure of the organization and its internal capacity for providing the service and include supportive services that the organization currently implements and that would be complimentary to the Sanctions Outreach Program;

Statement of Need (Not to exceed 4,000 characters) 10 points

- Indicate the need for the service;
- How many individuals/families are participating in Post TANF in the region(s) that the organization is applying for?
- How many are in danger of being sanctioned?
- How many are sanctioned and what impact does it have on the Post TANF recipients?

Statement of Collaboration (Not to exceed 4,000 characters) 5 points

- Identify all stake holders and their specific roles in the implementation of the project.
- Applicants are required to have a minimum of 3 collaborating partners. Partners should include the County Board of Social Services, local police department, and local workforce investment board.

Project Design**15 points**

- Describe the strategies that will be utilized designing an effective division of labor for the Sanctions Outreach Program. How do you envision the day to day operations of the mailings, phone calls, and street outreach?
- Describe the process by which a client will or can or should participate in the program, how will the program be implemented?
- What strategies are in place to effectively communicate with the diversity of the Post TANF sanctioned clientele?
- Describe the approach that the organization will take to assure the sanctioned clients make contact with their CBSS and move towards Post TANF reinstatement.

PROJECT GOALS: (Not to exceed 5000 characters)**20 points**

- 100% of phone calls made to sanctioned clients;
- 100% mailings to sanctioned clients;
- 100% community street outreach and referral to sanctioned clients;
- How many Post TANF recipients that were sanctioned have been re-certified?
- How many Post TANF recipients that were sanctioned have found employment provided by the supplemental programs currently offered by the applying organization and/or its collaborators?
- What is the social and economic impact of Post TANF recipients that were receiving services, have found employment and have become financially self-sufficient?

EVALUATION: (Not to exceed 4,000 characters)**15 points**

- How will the organization justify the impact of the goals indicated above?
- How will the data be collected and used?

PROJECT TIMETABLE & DAYS and HOURS OF OPERATION:**(Not to exceed 1,000 characters)**

- Indicate the project start and end date.
- Indicate days and hours of operation.

Budgets**25 points**

- Complete all budget forms included in the SAGE system;
- Submit a detailed budget narrative that explains both direct and admin costs associated with the Sanctions Outreach Program. Make sure to upload the budget narrative in the “Required Appendices” section in SAGE;
- The Executive cannot charge more than 2% of the total sanctions award towards their salary;
- No more than 10% of the total award can be directed towards administrative costs.
 - Administrative costs are those expenses necessary for general administration and coordination of the SANCTIONS OUTREACH PROGRAM including:
 - Salaries and benefits of staff performing administrative and coordination functions;
 - Activities related to eligibility determination;
 - Preparation of program plans, budgets reports, schedules and other documents;
 - Monitoring of the Sanction Outreach Program reports;

- Public relations;
- Services related to accounting and audits specific to the Sanctions Outreach Program;
- Management Information System not related to the tracking and monitoring of SANCTIONS OUTREACH PROGRAM clients (e.g., payroll and personnel systems for staffing administering the SANCTIONS OUTREACH PROGRAM);
- Costs for the goods and services required for administration:
 - Supplies;
 - Equipment;
 - Travel;
 - Postage;
 - Utilities;
 - Office space.
- **Administrative Costs Exclude:**
 - Direct costs of Sanctions Outreach Program staff providing program services, such as:
 - Providing program information to clients;
 - Screening and assessments;
 - Development of Employment Plans;
 - Work activities;
 - Post-employment services (e.g., child care and transportation);
 - Works supports;
 - Case management;
 - All costs for contracts devoted entirely to the above services.

Required Appendices

Please attach the following documents under the Required Appendices section in SAGE:

- Detailed budget narrative;
- Copy of Certificate of Incorporation;
- Copy of IRS 501(c)3 Status Determination Letter;
- Board Resolution;
- Three Letters of Support;
- Copy of Most Current Certificate of Standing:
 - The Certificate of Standing may be ordered on line for a fee.
 - Go to www.nj.gov/njbgs;
 - Go to “I Want To” click on “Obtain Standing Certificate;”
 - Scroll down to “Service Options” click “Online;”
 - Click “Order Certificate.”

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15, 2016**